

	Date of Next Meeting (AGM) <u>Wednesday 14th July 2021, 7.30pm</u>	
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Carried Forward and New Actions for review next time					
No: [Meeting Number:Action Number]	Action	Status (Open/ Closed/ Carried forward)	Owner	Date Raised	Action Date
17.7	Fundraising Policy and Strategy All policy were signed off bar one that Charlotte had reviewed re. accident reports. Hazel will update this and sign it off. The next time the policies should be reviewed is Sept 2021.	Carry forward	HA		Sept – Oct 2021
26.19	New committee members / DBS checks Charlotte and Claire completed their DBS checks and will pass on their details to Hazel. Lizzie will meet her signatory in half term. All new members to sign up for the renewal service.	Carry forward	CTS, CS, LD	Sept-2018	July 2021
32.9	Documentation for committee re. staff roles Becky has created a handover document for everyone to read and feedback on.	Carry forward	BM	Sept 2019	July 2021
36.3	Replacement canopy The original quote was for £3384 +VAT for replacement of new rails, sheet and fixings. New wind-in canopies were also considered. Hazel now feels that the canopy could be improved with a clean, and priority should be given to repainting the wooden frame of the shelter. Claire offered to look into the colour and supply of paint. Committee members felt this could be done by parent volunteers and so Hazel will ask parents via the Family app.	Carry forward	HA, CS, All	Sept 2020	Summer 2021
36.4	Building survey <ul style="list-style-type: none"> - Claire's partner who is a builder inspected the outside of the building and said it looked structurally sound for a few years. - Stacey will arrange for her contact at work to conduct an electrics survey. 	Carry forward	SA	Sept 2020	July 2021
37.1	Holiday calculation spreadsheet Stacey to look at the holiday calculation spreadsheet in the next 6 weeks.	Carry forward	SA	Nov 2020	August 2021
40.1	Committee recruitment Put the flyer out to try to recruit new parent members: <ul style="list-style-type: none"> - Physical leaflet for new families - A4 poster on the gate - Using the Family app to advertise 	Open	HA	May 2021	July 2021
40.2	Update Ofsted	Open	BM	May 2021	

	Becky will contact Ofsted to let them know about the committee members for the coming year.				
40.3	New projects Hazel proposed installing a bi-fold door at the front entrance to open up the space and connect indoors with outdoors, and, adding decking to cover the poorly drained grass area. The committee liked the idea. Claire will ask her partner to provide a quote to give an idea of how much to fundraise. The canopy is 11 years old and so it will need replacing eventually before it starts to leak, but the committee agreed that the priority was a new door and decking.	Open	CS	May 2021	Sept 2021
40.4	Fundraising ideas Think about fundraising and everyone to bring ideas to the next meeting	Open	All	May 2021	July 2021
40.5	LL at the school fete The school fete is happening on Friday 16 th July). LL has had a presence before to raise money, although many members felt that they would not be able to make childcare arrangements. Claire will contact Hazel if she can.	Open	CS	May 2021	July 2021
40.6	Fee increase Hazel to communicate the fee increase to £5 to parents.	Open	HA	May 2021	July 2021
40.7	New logo Claire to forward the new logo to Becky for including in letter headers etc.	Open	CS	May 2021	July 2021
40.8	Google Hazel will look at updating LLs profile on search engines, by adding recent photos, the new logo etc.	Open	HA	May 2021	July 2021

Closed Actions					
No: [Meeting Number: Action Number]	Action	Status (Closed)	Owner	Date Raised	Closed date
34.1	Continued improvements Profit from 2019-20 was partly spent on replacing tables and chairs, and the new signage. The wendy house was removed and improvements continue to be made to the garden. The intention is purchasing a dishwasher (£300-£400) has been put on hold.	Closed	HA, BM	July 2020	May 2021
38.1	Expenses claim for First Aid Training Hazel claimed back £60 x 3 staff members from the Council.	Closed	HA	Jan 2021	May 2021
38.2	Staff salaries	Closed	SA, BM	Jan 2021	May 2021

	Becky wrote letters that were sent to staff members notifying them of their pay increases and these were saved on the Dropbox.				
38.3	LL website The website was updated by Charlotte, Claire and Lizzie.	Closed	HA, CTS, LD, CS	Jan 2021	May 2021
39.1	New LL logo The new logo is completed and up on the new signage and website.	Closed	CS	March 2021	May 2021
39.2	Advertisement for new members and secretary With Catherine stepping down it is an opportunity to advertise for new committee members including a secretary. Lizzie and Claire created a new flyer.	Closed	LD, CS	March	May 2021

Attendance at Previous Meetings

(To be completed as a tracker of people in attendance when key decisions made).

Name	Date	Date	Date	Date	Date	Date
Stacey Aggrey	06/07/20	23/09/20	11/11/20	20/01/21		26/05/21
Becky Musson	06/07/20	23/09/20	11/11/20	20/01/21	17/03/21	26/05/21
Catherine Calvin	06/07/20	23/09/20	11/11/20	20/01/21	17/03/21	26/05/21
Hazel Adamson	06/07/20	23/09/20	11/11/20	20/01/21	17/03/21	26/05/21
Charlotte Turner-Smith			11/11/20	20/01/21	17/03/21	26/05/21
Claire Stowe					17/03/21	26/05/21
Lizzie Davey					17/03/21	26/05/21

Chair Report May 2021

Summary

Little Learners has provided a constant support to many Lechlade families during the past difficult year. Whilst all the schools have been closed, Little Learners and other early year's settings have remained open throughout. Hazel and the team have done an amazing job to continue providing a safe environment and this invaluable service.

Team

Through another difficult year, all the staff have shown their true commitment to Little Learners keeping little learners open. Covid-19 has not made life easy for anyone and they have done an amazing job juggling their own personal challenges with the needs of Little Learners.

We are very lucky that our team has remained stable this year with no changes. I am really pleased that we continue to support individual's development where they would like it. It was also really important to the committee that we ensure all staff did not see an impact to their salary during what was already a worrying time...I am very proud that we were able to achieve this throughout the year. The committee was grateful to

be in a position to offer all staff pay increases for the fifth year running, recognising all their hard work.

Hazel continues to amaze me – her motivation, drive, passion, patience and commitment to Little Learners are unrivalled. Hazel seems to have never-ending energy to continue improving Little Learners and supporting the staff. Thank you so much – I think we are very lucky to have you.

Kimmi continues to really own her role as deputy and provides a great support to Hazel and the team. We wish her all the best for her studies.

Jo, Kim, Harriett and Emma are wonderful as always, bringing consistently high levels of childcare, teaching and fun to the children who attend Little Learners.

A big thank-you to you all on the staff team for your hard work, dedication, enthusiasm and fun. You are all essential to the success of Little Learners and the committee appreciates your ongoing commitment and expertise.

Finance

It seems that we have managed to strike the perfect balance this year in terms of making a small profit whilst investing in the setting throughout the year. Stacey commits a lot of time to Little learners and as always, I would like to really thank her for her continued dedication and agreeing to remain on the committee – they will be really difficult shoes to fill when the time comes.

Committee

This year we have been really pleased to welcome three new members to our committee, Charlotte, Claire and Lizzy. It is really great to have you on board and you have already done so much for us – thank you.

We do need to continue to try and recruit a couple more people as many hands make light work as they say and I also think it protects our committee and importantly Little Learners future.

We need to say a really big thank you to Catherine who will leave the committee after this meeting. Catherine has been a great help especially with taking on the Secretary role and also keeping the garden project moving. It has really been a pleasure having you on the committee and getting to know you and we will miss you. Thank you so much.

Projects

The re-branding has been so successful – the new logo is really beautiful and seeing the leaves going onto the new fence is really making Little Learners look incredibly smart I think. And I also checked out the new website last night – this also looks really great and creates a lovely first impression. Thank you so much to Claire and Hazel for the wonderful design work and organizing all the printing – it's a big success for us I think.

One of our most significant financial projects this year has been the fence. I think everyone agrees it really looks great and I for one am very happy not to have to discuss painting the old one ever again!

Since we put down the new grass, Hazel and the team have also done lots of work in the garden and it is obviously really enjoyed by all the children.

This year we did no fundraising on purpose and so looking ahead to next year, I think we need to decide on our projects and then start to do some more events.

Closing Remarks

It would seem this is my 4th year as chair now and I really enjoy being part of the Little Learners family. It feels like we are caretaking an incredibly important part of Lechlade life. Little Learners has been around for over 20 years I think and it is a testament to all the managers, staff & committee members that it is stronger than ever now. We have a really well respected and loved pre-school that parents are keen to send their children to and that the children all love attending.

Lechlade Little Learners – Manager Report
May 2021

Where to start when it comes to this year, it's been a roller coaster of a year full of various emotions. The covid pandemic has brought about change, some difficulties and a lot of uncertainty but has also shown just how resilient the children and staff are. We have been extremely fortunate to have remained open throughout the pandemic without a single case within the setting. Some of this I'm sure is luck but I believe that the procedures that we have put in place have ensured that we have remained covid secure.

In July 2020 we said goodbye to many children to school in a different way. It was hard to not be able to properly say goodbye or help the children settle into school as we normally would but we made the best of the situation. At the start of September 2020 we had 23 children on the books this slowly increased and we now have 28 child registered with us. It's been an extremely busy year with many of the children doing 30hours a week.

As well as being busy with the children we have had staff off due to personal issues and this has pushed the staff team at times. I have always supported all the staff to ensure that their mental health and wellbeing is ok. I want the staff to know that they are valued and important and have done various things throughout the year to support this including flowers, cakes and appreciation books. Staff wellbeing is extremely important because without our little team the setting wouldn't be what it is today.

Over the year we have made various improvements to the setting including purchasing new furniture (tables and chairs) and also having the new fence fitted. We have also had a new logo created by the wonderful Claire Stowe and me and the staff team couldn't be happier with it. The logo really encompasses who and what we are as a setting. We have has so many compliments on the logo and I am extremely proud of it.

There have been so many positives this year even in such uncertain times and we have really adapted well. The children come in everyday with smiles on their faces and eager to learn. They are inquisitive and curious and want to know everything. They have embraced the garden and outdoor play and we now spend the majority of our time outside no matter the weather.

In September we introduced Famly which has really changed things for the better. All registers are produced on the app and children are signed in and out each day through that. We also upload to children's journals through Famly and it has been really well received by all the parents. I feel that we really have good

communication with the families now and that it's not just us and them we are all one big family/ team who are there to support the children in their development.

I would be lying if I had said this year had been easy and that everything has been smooth sailing. It's been difficult with staff being off and the number of children we have had on top of the constant worry and fear of covid. I honestly wouldn't have got through the year without Kimmi. She has always been there as a sounding board and someone I can just vent to. I am proud of the deputy she has become, she is strong, experienced and not afraid to take on responsibility.

I love Little Learners and everything it has become. There has been change but I believe it has been for the better and it has improved the setting and enhance the experience for the children and families. There are still areas that need developing more and that's the beauty of this job things change, new challenges arise and we as well as the children can develop. September will bring new change with the EYFS and we are ready for this, we have a very strong experienced team and I know that they will adapt, understand and change their practice accordingly.

Treasurers Report for 31/03/2021 AGM May 2021

The set of accounts before you have been are yet to be accredited by our independent but will be sent off in due course. They are due to be filed by 31 January 2022.

The result for the year was a profit of £503 which given the impact of COVID 19 is a brilliant achievement! As expected we suffered restricted numbers due to concerned parents not wanting their children to attend. This meant fees were down from £21,266 to £7,537. Luckily for us Gloucestershire Council kept our funding at the same level and we were also able to claim the £10,000 government grant. This meant our total income for the year stood at £81,409, down £5,000 from the prior year.

In this incredibly challenging year that is an achievement, especially when for a second year, we didn't increase fees or complete any fundraising in the entire year. In order to ensure we do not make a loss going forwards, as well as covering the pay rises we have just awarded to the well deserving staff, we will be looking to increase fees from September 2021.

Included in the income for the year was a donation of £2,000 from CHEQ for our new sensory garden which we are very grateful for.

The aim of the Charity is to not make a profit and to re-invest all monies received into the building, equipment and staff. We have ensured that was actioned again this year and were able to replace the very run-down fence, a cost of nearly £3,000. The fence was chosen as will require very little, to no maintenance going forwards.

Our staff costs have increased £5,000 due to having a child who requires 1 to 1 care. We also wanted to make sure our staff members weren't financially impacted due to the COVID 19 pandemic so kept their pay consistent throughout.

We are quietly confident for the next year and all hope Lechlade Little Learners will continue to grow and go from strength to strength.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Lechlade Little Learners

275208

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/04/2020

To

Period end date
31/03/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Nursery grants	55,346	-	-	55,346	57,257
Children's fees	7,537	-	-	7,537	21,266
Milk refund	-	-	-	-	107
Grant	16,134	-	-	16,134	-
Fundraising	-	-	-	-	805
Donations	2,000	-	-	2,000	2,712
Interest	32	-	-	32	82
Other receipts	-	-	-	-	3,811
Sub total (Gross income for AR)	81,049	-	-	81,049	86,040
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	81,049	-	-	81,049	86,040
A3 Payments					
Employment costs	60,749	-	-	60,749	55,481
Training & Travel costs	1,495	-	-	1,495	1,555
Premises	9,003	-	-	9,003	8,698
Subscriptions	50	-	-	50	256
Insurance	1,295	-	-	1,295	-
Administration	773	-	-	773	603
Refreshments	42	-	-	42	328
Consumables	3,479	-	-	3,479	2,812
Payroll fees	420	-	-	420	359
Fundraising costs	20	-	-	20	10
Other	446	-	-	446	1,537
	77,772	-	-	77,772	71,638
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	2,774	-	-	2,774	1,489
Sub total	2,774	-	-	2,774	1,489
Total payments	80,546	-	-	80,546	73,127
Net of receipts/(payments)	503	-	-	503	12,913
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	51,472	-	-	51,472	38,559
Cash funds this year end	51,975	-	-	51,975	51,472

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Barclays Current Account	8,715	-	-
	Barclays Active Saver	27,697	-	-
	Barclays contingency fund	15,563	-	-
	Total cash funds	51,975	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

LECHLADE LITTLE LEARNERS

On accounts for the year
ended

31st MARCH 2021

Charity no
(if any)

275208

Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the
accounts in accordance with the requirements of the Charities Act 2011
("the Act").

I report in respect of my examination of the Trust's accounts carried out
under section 145 of the 2011 Act and in carrying out my examination, I
have followed all the applicable Directions given by the Charity Commission
under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to
undertake the examination by being a qualified member of [insert name of
applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have
come to my attention in connection with the examination (other than that
disclosed below *) which gives me cause to believe that in, any material
respect:

- the accounting records were not kept in accordance with section 130
of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements
concerning the form and content of accounts set out in the Charities
(Accounts and Reports) Regulations 2008 other than any requirement
that the accounts give a 'true and fair' view which is not a matter
considered as part of an independent examination.

I have no concerns and have come across no other matters in connection
with the examination to which attention should be drawn in this report in
order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

SK [Signature]

Date:

20/01/2022

Name:

STEPHEN HATCHER

Relevant professional
qualification(s) or body

F. C. A.

(if any):

Address: NORTH COTTAGE SNOWICK LANE
BUSCOT NR FARINGDON OXON
SN7 8DP.

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.